



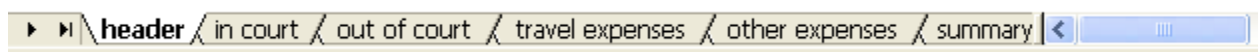
*CJA20*  
*Automated Excel Billing Workbook*  
*Attorney Training Guide*

*Provided by the*  
*Tenth Circuit Court of Appeals*  
**MICROSOFT EXCEL CJA BILLING WORKBOOK**

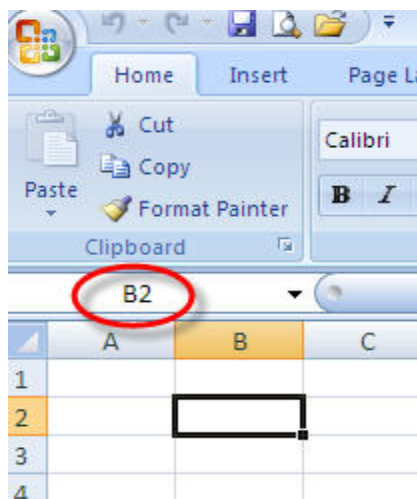
## NOTES ABOUT MICROSOFT EXCEL

Microsoft's Excel software was selected because it is widely available and Windows-based. Excel 2003 is the version used, however Excel 2007 can be used with this billing file although there are special considerations (discussed below). Files created in Excel are managed in the same way on your computer as Word Perfect and Microsoft Word files - easy to save and easy to attach to emails.

A single Excel file, with multiple spreadsheet pages, is called a "workbook" because several worksheets or pages interact with each other. This Excel CJA billing workbook contains separate worksheets to make the billing process easier and more user-friendly. Move from sheet to sheet by selecting the desired worksheet from the tabs across the bottom of your screen (see below).

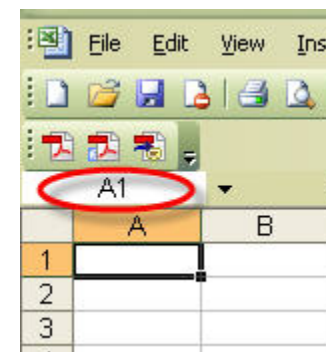


Only very basic knowledge of Excel is needed to use this CJA billing workbook. Excel is menu-driven and has helpful icons like other Windows-based programs. However, normal spreadsheet functions, such as adding rows and columns, or adding and editing formulas, are not allowed (i.e., such functions are password protected).



On each Excel worksheet, columns are labeled alphabetically and rows are labeled numerically. There is a name box in the upper left corner of the sheet that will tell you which cell you are in. The example to the right is an Excel 2003 sheet that has cell A1 selected.

The example to the left (in Excel 2007) has cell B2 selected. Move around in a worksheet by either tabbing from cell to cell, using the arrow buttons on your keyboard or clicking your mouse on the desired cell. If you try to access a protected part of the spreadsheet, you will get a warning that the cell is protected (click OK to proceed).

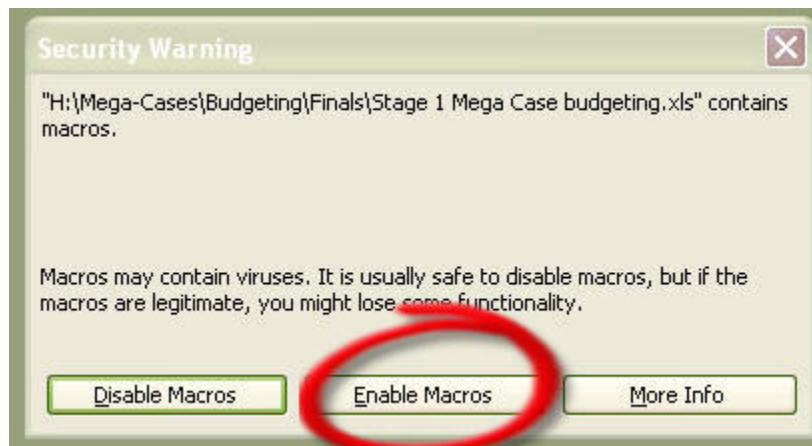


Because so much of your data entry will be numerical, we suggest you use the number lock on your keyboard so that your number pad will function like a calculator. Data entry is then more efficient and accurate.

## **BILLING WORKBOOK OVERVIEW**

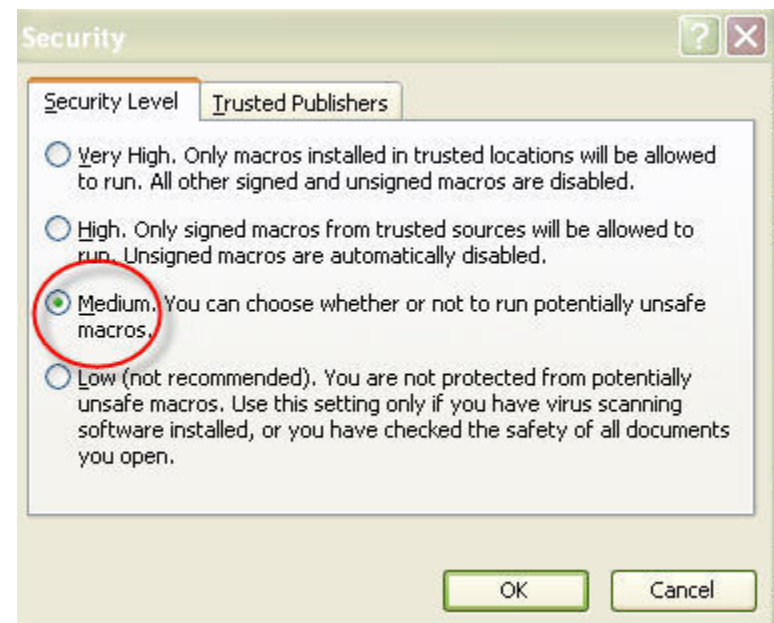
The Excel CJA billing workbook can be e-mailed to you or obtained from the court's website. **The workbook allows multiple hourly and mileage rates to be recorded on a single summary page and a single voucher.** Once you obtain the workbook file, fill out the unchanging information (your name, firm name and contact details). Use the “**save as**” function now to save the workbook as a “master” file that can be copied for each of your CJA cases.

In versions of Excel prior to 2007, when you attempt to open the Excel CJA billing workbook, you should (if your security level is set correctly) get a message similar to the one shown here:

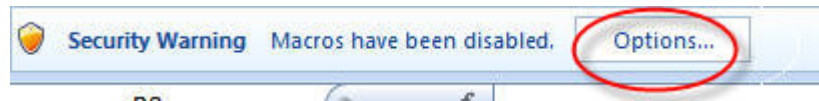


Viruses are sometimes transferred through macros, so your system may warn you that this program contains macros. Every effort has been made to prevent transferring malware via this workbook. **In order for the program to function properly, you must select “Enable Macros” if you get this, or a similar message. If you don’t get this message, you need to cancel opening the file and re-set your security level as described below.**

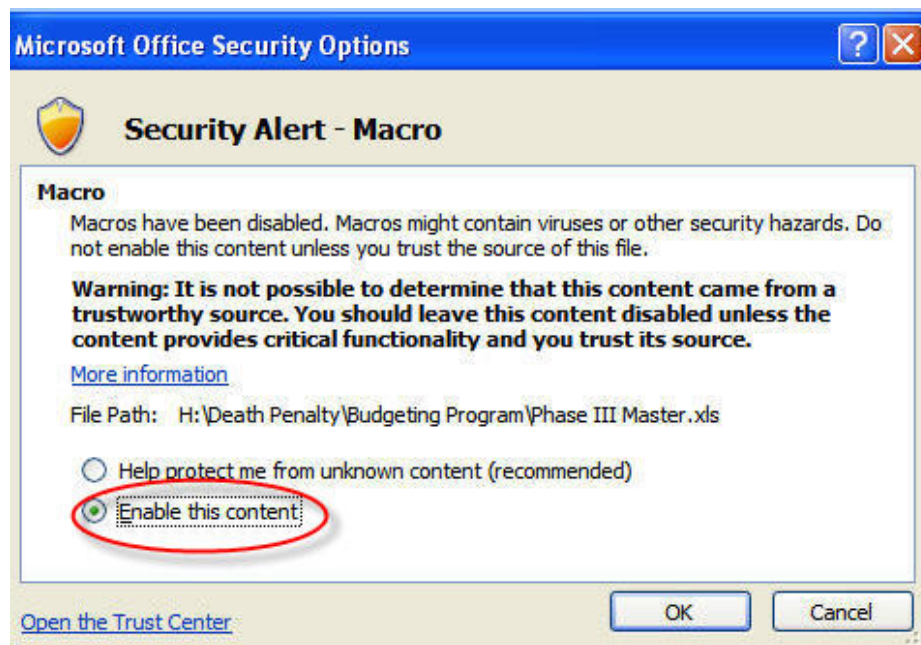
To set your security level properly, open a new, blank Excel file and go to **Tools** on the menu bar, click **Options**, click on the tab **Security**, click on **Macro Security** and set the **Security Level** to medium, as shown here: Changing this setting will **NOT** compromise the security of your PC – it is simply giving you the choice to open a file containing macros.



[Note: If you are using Excel 2007, the CJA billing workbook will open without the separate security warning dialog box (shown on the previous page), but there will be a security warning at the top of the file, **under the menu bars**, as shown below:



Click on the Options button and choose “Enable this content” as shown:



## GETTING STARTED

The Excel CJA billing workbook consists of several worksheets for attorney time (in-court and out-of-court), expenses (travel and other), a summary page and your CJA20 voucher. Tenth Circuit required CJA Form 5 is found at the end of the workbook. Finally, CJA Form 27 is included which *may*, but need not be, used as the requisite excess-fee memo for attorney fee requests exceeding the current statutory maximum (\$5000). The workbook opens on the header page (shown below). The various sheets are listed on tabs along the **bottom** edge of your screen (see page 3 above).

### HEADER WORKSHEET

#### UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT CJA 20 Worksheets & Voucher, plus CJA27 & CJA5

To start the billing process, please complete the following information:

Dist. Ct. Case No:	2:06-CR-1453 SSS
Case Caption:	United States v. Belmont
Appellate Case No:	08-4567
Defendant:	James Edward Belmont
Dist. Ct. Judge:	Stuart Sams
	Appointed Attorney
Full Name:	Eton L. Wright
Firm Name:	Wright, Creighton & Ely
Street or PO Box:	3748 Fourth Street NW
City, State, ZIP:	Ellington, KS 55555
Phone No:	758.222.3425
Fax No:	758.222.3426
E-mail Address:	<a href="mailto:Ewright@aol.com">Ewright@aol.com</a>

To begin, fill out all the fields on the Header page, using the tab key to move to the fields that need to be completed. Entries on this sheet will automatically populate the same fields on the other sheets, including the voucher. The information on this sheet does not clear when you clear the rest of the forms, so you only have to type the contact and specific case information once per case. You may want to type your contact information and make copies of the file (using the “Save As” command). That way, you need only type the specific case information (the first five fields) for each of your cases.

#### **WARNING:**

The next four pages are the worksheets (in-court, out-of-court, travel expenses and other expenses). These sheets are not protected so that you can re-sort by date. **DO NOT ADD COLUMNS to these worksheets. It will cause formula errors on all subsequent pages.**

## IN COURT/OUT OF COURT WORKSHEETS

Both the “in court” and “out of court” worksheets function as timesheets and are used to record the date, description and number of hours spent in a particular category. The case information is carried over from the header page. You will see a note in the column heading for the date (**Important!**) telling you to be sure that you enter the correct date because the hourly rate is determined automatically by the dates in this column. **DO NOT ADD COLUMNS to worksheets.** It will cause errors on all subsequent pages.

CJA 20 Worksheet - Out-of-Court Attorney Time									
<b>Attorney:</b> <u>Eton L. Wright</u> <b>Defendant:</b> <u>James Edward Belmont</u> <b>Dist. Ct. Case No:</b> <u>2:06-CR-1453 SSS</u> <b>Appellate Case No:</b> <u>08-4567</u> <b>Dist. Ct. Judge:</b> <u>Stuart Sams</u>									
<b><u>IMPORTANT!</u></b> Hourly rates are determined by the date entered. Be sure all dates are correct.  <b>Date</b>	Description	Doc Number (CM/ECF)	Pages		16.a. Interviews	16.b. Records	16.c. Research\Writing	16.d. Travel Time	16.e. Investigative/Othe
2/7/2007	prepare preliminary documents								1.3
7/6/2007	legal research, principal brief, issue #1						3.2		
1/19/2008	prepare for oral argument/moot								1.5
1/20/2008	travel to OKC from Denver for OA							4.6	

Enter the date, a brief description, the document number reflected on the docket in CM/ECF (if applicable), number of pages of record reviewed or pleading filed, and the number of hours into the appropriate category. (**Remember: Billable hours are claimed in tenths of an hour; six (6) minutes = .1**) If you use the date format m/d/yy, the date will automatically convert to mm/dd/yyyy format. If you enter the date in a different format, you will get an error message that displays the appropriate format.

The “out-of court” sheet (not shown) looks and functions exactly the same as the “in court” sheet. The only difference is the categories.



## TRAVEL EXPENSES & OTHER EXPENSES WORKSHEETS

The “travel expenses” and the “other expenses” worksheets will contain the basic case information copied from the header sheet. Fill in the date, description, and for mileage, the number of miles traveled. The mileage rate is calculated from the date you insert, so please make sure the date you enter is correct. Remember to enter any per event charge under the description, e.g., 15¢/page.

### CJA 20 Worksheet - Travel Expenses

Attorney: Eton L. Wright

Defendant: James Edward Belmont

Dist. Ct. Case No: 2:06-CR-1453 SSS

Appellate Case No: 08-4567

Dist. Ct. Judge: Stuart Sams

**DO NOT ADD COLUMNS to worksheets.**  
It will cause formula errors on all subsequent pages

<i>Mileage rate determined by date!</i> Date	Travel Expense Description	Travel mileage	Airfare	Rental Car	Taxi/ Shuttle	Hotel	Meals	Parking/ Tolls/ Public Trans	Other Travel Expense
3/5/2007	travel to CI Fort Hayes to meet w/client	123.0							
4/28/2007	travel to courthouse to retrieve ROA	4.0							
1/20/2008	rental car in OKC								
1/20/2008	drive from office to DIA	32.0							
1/20/2008	shuttle, incl tip, OKC airport to hotel				17.55				
1/21/2008	lodging, incl taxes					85.33			
1/20/2008	lunch, MilesExpress						3.25		
1/20/2008	dinner, Outback Steakhouse						33.26		

### CJA 20 Worksheet - Other Expenses

Date	<i>Provide per event charge, if applicable (e.g., 15¢/page)</i> Other Expense Description	Facsimile	Long Distance Charges	Photocopies	Postage	Other Expenses
2/7/2008	prelim docs (Transcript order form, docketing statement, designation of record, EOA), in house 15 cents/page, 327 pages (4 copies)			49.05		
2/7/2008	postage, prelim docs to court, opposing counsel & client				14.95	
2/13/2008	long distance call from client		3.25			

## SUMMARY WORKSHEET

This page summarizes and totals the information transferred from the previous five worksheets (header, in-court, out-of-court, travel expenses and other expenses) and itemizes the hours and mileage claimed for different rates. **All cells on this page are locked.** If you try to enter or change any of these cells, you will get an error message. Make any changes needed on the appropriate preceding worksheet. The changes will then be reflected on this summary page.

Attorney: Eton L. Wright

Defendant: James Edward Belmont

Dist. Ct. Case No: 2:06-CR-1453 SSS

Appellate Case No: 08-4567

Dist. Ct. Judge: Stuart Sams

CJA 20 - Voucher Summary

LEAVE BLANK ALL "COURT ADJUSTMENT" and "APPROVED" CELLS

	1/1/2008 - Current		5/20/07 - 12/31/07		1/1/06 - 5/19/07		5/1/02 - 12/31/05	
Rate	\$100.00		\$94.00		\$92.00		\$90.00	
Categories	Hours Claimed	Court Adjustment	Hours Claimed	Court Adjustment	Hours Claimed	Court Adjustment	Hours Claimed	Court Adjustment
15a - Arraignment/Plea	0.0	-.	0.0	-.	0.0	-.	0.0	-.
15b - Bail/Detention	0.0	-.	0.0	-.	0.0	-.	0.0	-.
15c - Motions	0.0	-.	0.0	-.	0.0	-.	0.0	-.
15d - Trial	0.0	-.	0.0	-.	0.0	-.	0.0	-.
15e - Sentencing	0.0	-.	0.0	-.	0.0	-.	0.0	-.
15f - Revocation	0.0	-.	0.0	-.	0.0	-.	0.0	-.
15g - Appeals Court	1.0	-.	0.0	-.	0.0	-.	0.0	-.
15h - Other	0.0	-.	0.0	-.	0.0	-.	0.0	-.
Total 15a - 15h (Hours)	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total In-Court x Rate Per Hour	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16a - Interviews	0.0	-.	0.0	-.	0.0	-.	0.0	-.
16b - Records	0.0	-.	0.0	-.	0.0	-.	0.0	-.
16c - Research/Writing	0.0	-.	3.2	-.	0.0	-.	0.0	-.
16d - Travel Time	4.6	-.	0.0	-.	0.0	-.	0.0	-.
16e - Investigative/Other	1.5	-.	0.0	-.	1.3	-.	0.0	-.
Total 16a - 16e (Hours)	6.1	0.0	3.2	0.0	1.3	0.0	0.0	0.0
Total Out-of-Court x Rate Per Hour	\$610.00	\$0.00	\$300.80	\$0.00	\$119.60	\$0.00	\$0.00	\$0.00



### **SUMMARY WORKSHEET (cont.)**

This part of the summary worksheet summarizes all of the expenses you entered in the “travel” and “other” expense worksheets. Again, **all cells on this page are locked**. If you try to enter or change any of these cells, you will get an error message. Make any changes needed on the appropriate preceding worksheet (header, in-court, out-of-court, travel expenses and other expenses). The changes will then be reflected on this summary page.

**LEAVE BLANK ALL "COURT ADJUSTMENT" and "APPROVED" CELLS**

17. Travel Miles	3/19/2008 - current	2/1/2007 - 3/18/2008	1/1/2006 - 1/31/2007	9/1/2005 - 12/31/2005	2/4/2005 - 8/31/2005	1/1/2004 - 2/3/2005	1/1/2003 - 12/31/2003	1/21/2002 - 12/31/2002
Rate per mile:	0.505	0.485	0.445	0.485	0.405	0.375	0.360	0.365
Total Miles Claimed	-	159.00	-	-	-	-	-	-
Court Adjustments	-	-	-	-	-	-	-	-
Total Adjusted Mileage x Rate Per Mile	-	77.12	-	-	-	-	-	-

	Atty Request	Court Adj. (if any)	Total Approved
17. Travel Misc.	232.49	-	232.49
17. Total Travel Expenses	309.61	-	309.61
18. Facsimile	4.62	-	4.62
18. Long Distance Charges	3.25	-	3.25
18. Photo Copies	49.05	-	49.05
18. Postage	14.95	-	14.95
18. Other Expenses	-	-	-
18. Total Other Expenses	71.87	-	71.87
Amounts transferred to voucher:	1,511.88	-	1,511.88

The information on the Summary worksheet transfers automatically to the CJA20 voucher. **COURT ADJUSTMENT** cells, columns and rows are for court use only at this time.

## VOUCHER WORKSHEET

A	B	C	D	E	F	G	H	I	J	K	L				
1. CIR./DIST./DIV. CODE <b>10CA</b>			2. PERSON REPRESENTED <b>James Edward Belmont</b>			5. APPEALS DKT./DEF. NUMBER <b>08-4567</b>			VOUCHER NUMBER						
3. MAG. DKT./DEF. NUMBER			4. DIST. DKT./DEF. NUMBER <b>2:06-CR-1453 SSS</b>			6. OTHER DKT. NUMBER									
7. IN CASE/MATTER OF (Case Name) <b>United States v. Belmont</b>			8. PAYMENT CATEGORY			9. TYPE PERSON REPRESENTED			10. REPRESENTATION TYPE						
11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) <i>If more than one offense, list (up to five) major offense charges, according to priority. If applicable.</i>															
12. ATTORNEY'S NAME (First Name, M.I., Last Name, including any suffix), AND MAILING ADDRESS:						13. COURT ORDER:									
Name: <b>Eton L. Wright</b>						Prior Attorney's Name									
Address: <b>Wright, Creighton &amp; Ely 3748 Fourth Street NW Ellington, KS 65555</b>						Appointment Date									
Phone #: <b>758-222-3425</b>						<input type="checkbox"/> Because the above-named person represented has testified under oath or has otherwise satisfied this Court that he or she (1) is financially unable to employ counsel and (2) does not wish to waive counsel, and because the interests of justice so require, the attorney whose name appears in Item 12 is appointed to represent this person in his case, OR <input type="checkbox"/> Other (See Instructions)									
Fax #: <b>758-222-3426</b>															
14. NAME AND ADDRESS OF LAW FIRM (Only provide per instructions)						Signature of presiding Judicial Officer or By Order of the Court									
Name:						Date of Order									
Address:						Nunc Pro Tunc/Date of NOA									
						Repayment or partial repayment ordered from the person represented for this service at time of appointment. <input type="checkbox"/> Yes <input type="checkbox"/> No									
<b>CLAIM FOR SERVICES AND EXPENSES</b>															
Categories (Attach itemization of services w/ dates)										HOURS CLAIMED		TOTAL AMOUNT CLAIMED			
<b>15. In Court</b> a. Arraignment and/or Plea b. Bail and Detention Hearings c. Motion Hearings d. Trial e. Sentencing Hearings f. Revocation Hearings g. Appeals Court h. Other (Specify on add'l sheets) <b>TOTALS</b>										- - - - - - - - <b>0.5</b> <b>0.5</b>		- - - - - - - - <b>50.00</b> <b>50.00</b>			
<b>16. Out of Co</b> a. Interviews and Conferences b. Obtaining and reviewing records c. Legal Research and brief writing d. Travel time e. Investigative & other work (Specify) <b>TOTALS</b>										- - - - - - - - <b>3.2</b> <b>4.6</b> <b>2.8</b> <b>10.6</b>		- - - - - - - - <b>300.80</b> <b>460.00</b> <b>269.60</b> <b>1,030.40</b>			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)										216.51		216.51			
18. Other Expenses (other than expert, transcripts, etc.)										67.25		67.25			
<b>GRAND TOTALS (CLAIMED AND ADJUSTED):</b>										<b>1,364.16</b>		<b>1,364.16</b>			
19. CERTIFICATION OF ATTORNEY/PAYEE FOR THE PERIOD OF SERVICE															
From: <b>2/7/2007</b> to: <b>8/8/8888</b>															
20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION:															
21. CASE DISPOSITION															
22. CLAIM STATUS: <input checked="" type="radio"/> Final Payment <input type="radio"/> Interim Payment Number <input type="radio"/> Supplemental Payment (Payment #)															
Have you previously applied to the court for compensation and/or reimbursement for this case? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, were you paid? <input type="checkbox"/> Yes <input type="checkbox"/> No															
Other than from the court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give details on additional sheets.															
I swear or affirm the truth or correctness of the above statements.															
Signature of Attorney _____ Date _____															
<b>APPROVED FOR PAYMENT--COURT USE ONLY</b>															
23. IN COURT COMP.		24. OUT OF COURT COMP.		25. TRAVEL EXPENSES		26. OTHER EXPENSES		27. TOTAL AMT. APPR./CERT.							
28. SIGNATURE OF THE PRESIDING JUDGE		DATE		28a. JUDGE CODE											
29. IN COURT COMP.		30. OUT OF COURT COMP.		31. TRAVEL EXPENSES		32. OTHER EXPENSES		33. TOTAL AMT. APPR./CERT.							
24. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE)		DATE		24a. JUDGE CODE											

☐ in court ☐ out of court ☐ travel expenses ☐ other expenses ☐ summary ☐ vouch

The basic information from the previous worksheets will then populate the voucher. Many boxes are locked or are for court use only. The voucher has pull-down menus for the following fields (see circled boxes to the left):

- Payment category (Box 8)
- Type Person Represented (Box 9)
- Representation Type (Box 10)
- Case Disposition (Box 21)

Hours and expenses will be transferred from the “summary” sheet to your voucher. With the exception of the boxes you must completed (e.g., Box 20) or check (e.g., see Box 22), most of the cells on this sheet cells will be locked – any changes must be made on the “in court” or “out of court” sheet (for hours) or the “travel expenses” or “other expenses” sheets.

Box 19, the “from” and “to” dates of service, will be populated based on the dates you have entered on the “in court” and/or “out of court” sheets.

As of May 2008, the Tenth Circuit does not yet accept vouchers by e-filing. Please print out a hard copy of the entire workbook, sign and date your voucher by hand, and mail it along with any required itemized invoices, to:

**10<sup>th</sup> Circuit Court of Appeals/CJA Vouchers**  
**1823 Stout Street**  
**Denver, CO 80257**

Please *also* e-mail the saved Excel workbook file (as an Excel 2003 .xls file, not as a .pdf file!), referencing in the subject line the caption and appellate case number, to us at:

**CJA\_Vouchers@ca10.uscourts.gov**

Thank you.

## **CUMULATIVE WORKSHEET**

The “cumulative” sheet is for court use in mega-cases, those that exceed 300 hours or \$30,000.

### **CJA27 EXCESS-COMPENSATION WORKSHEET**

The CJA 27 form may, but need not, be used for cases in which you are requesting fees exceeding the current statutory maximum (\$5000). You may submit either CJA27 form, or either an excess-fee memo or a pleading providing the necessary justification for excess compensation. The test is: **(1)** Whether the case meets the “complex” and/or “extended” criteria; **(2)** Whether payment over the cap is necessary to provide fair compensation, and **(3)** Whether the hours spent are “reasonable” and “necessary” to the tasks of this particular appeal. CJA vouchers requesting less than \$5000 in attorney fees need not be accompanied by either the CJA27 or any other excess-fee memo. The CJA27 sheet is a replica of the nationally-used form and is provided here for your convenience. A few of the fields will automatically populate from the “header” worksheet, but most require your input. The tab key will move you through the fields.

If the legal or factual issues in a case are unusual, thus requiring the expenditure of more time, skill and effort by the lawyer than would normally be required in an average case, the case is “**complex**.” If more time is reasonably required for total processing than the average case, the case is “**extended**.” *Guidelines for the Administration of the CJA*, §2.22(B) (3).

To aid the court in determining if **excess payment is necessary to provide fair compensation**, discuss: the complexity/novelty of the issues and whether any of these issues were briefed at the district court; matters researched but not briefed; responsibilities involved measured by the magnitude and precedential importance of the case; manner in which duties were performed; special skills, knowledge, efficiency, professionalism, judgment and experience required of or used by counsel; the nature of counsel’s practice and any injury thereto resulting from the representation; any unusual pressure of time or other factors under which professional services were delivered; and any other circumstance relevant and material to a determination of a fair and reasonable fee. *Id* and Tenth Circuit *Advice to CJA Counsel* letter, at 1.

### **CJA 5 – ATTORNEY DATA FORM**

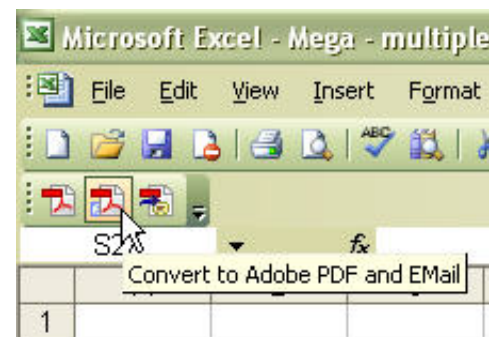
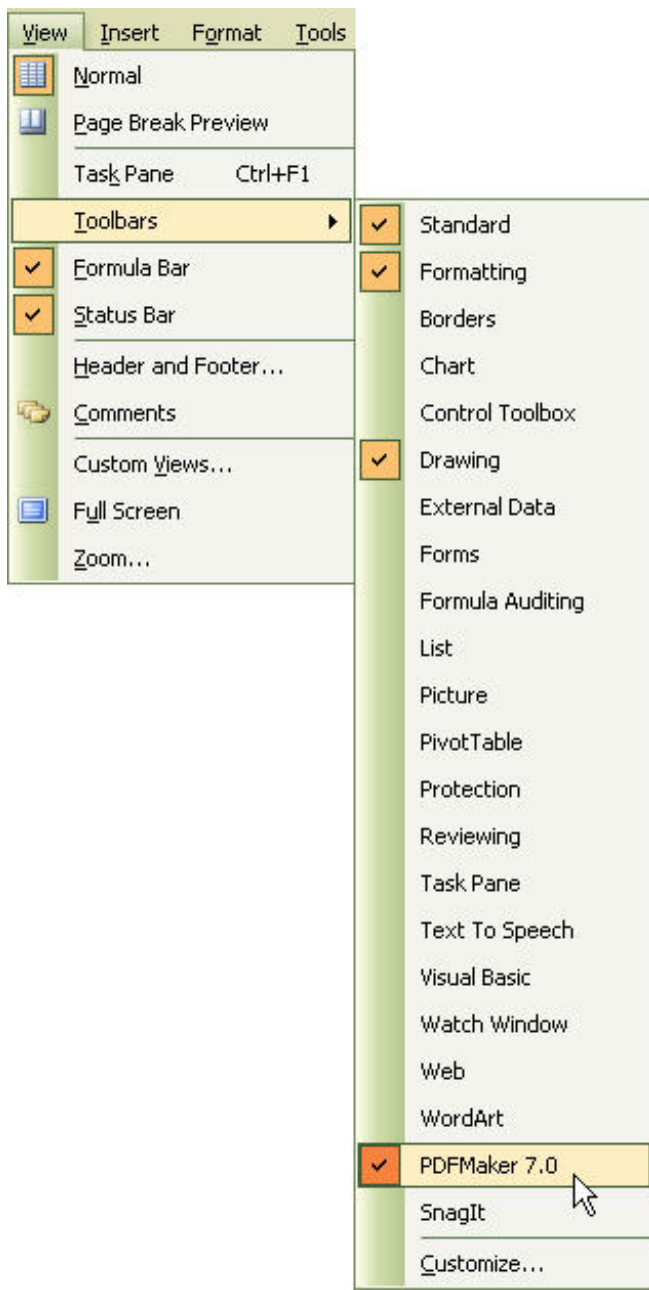
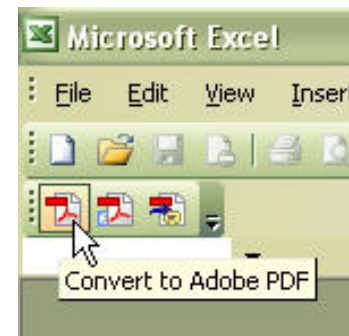
This worksheet must be submitted with every Tenth Circuit appellate CJA voucher request. The CJA payment system sorts payments by the attorney’s social security number, regardless of whether the tax consequences of the income are assigned to the attorney or their firm. This form requires you to fill out your SSN and, if the firm should be reported to the IRS as the recipient of the income, requires you to provide the firm’s EIN number and contact information.

## CONVERTING TO PDF FORMAT

For the immediate future, please e-mail a copy of the Excel 2003 workbook file (.xls) to us at [CJA\\_Vouchers@ca10.uscourts.gov](mailto:CJA_Vouchers@ca10.uscourts.gov) when you mail the voucher and supporting materials. This will enable us to finish testing this program and prepare for eventual e-filing of vouchers.

However, Excel can convert the worksheets to pdf format if needed. There are several ways to accomplish this. If you would like to preview the workbook in pdf format before e-mailing, save the file using the pdf menu, shown at the right.

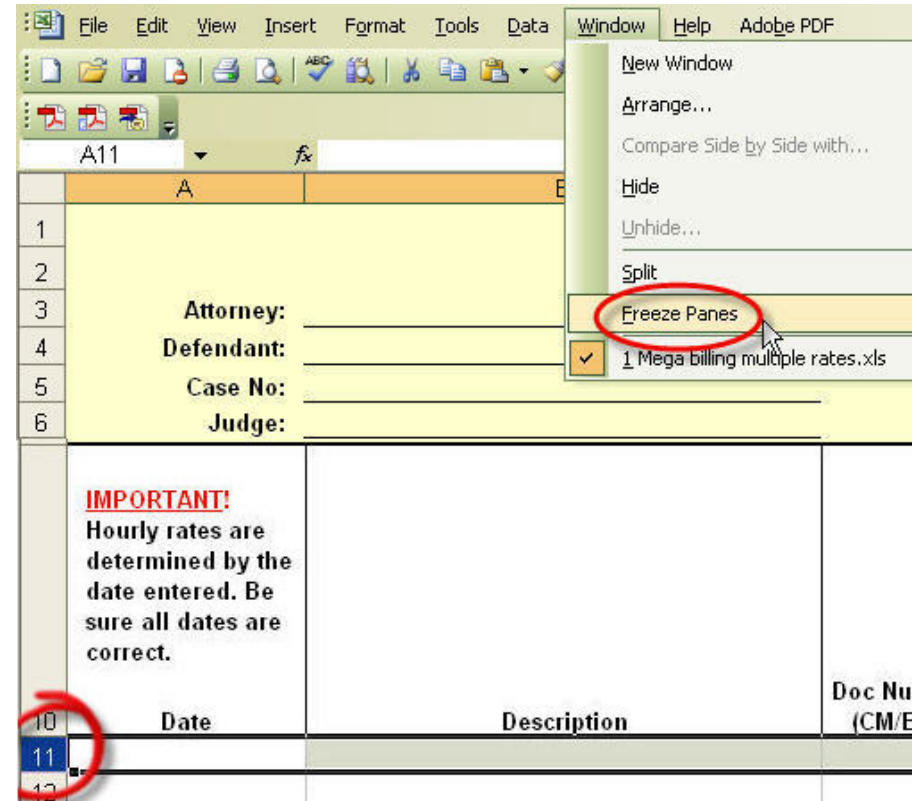
You can also convert the workbook to pdf format for attachment to an e-mail without opening Adobe. You can do this by clicking the second Adobe icon.



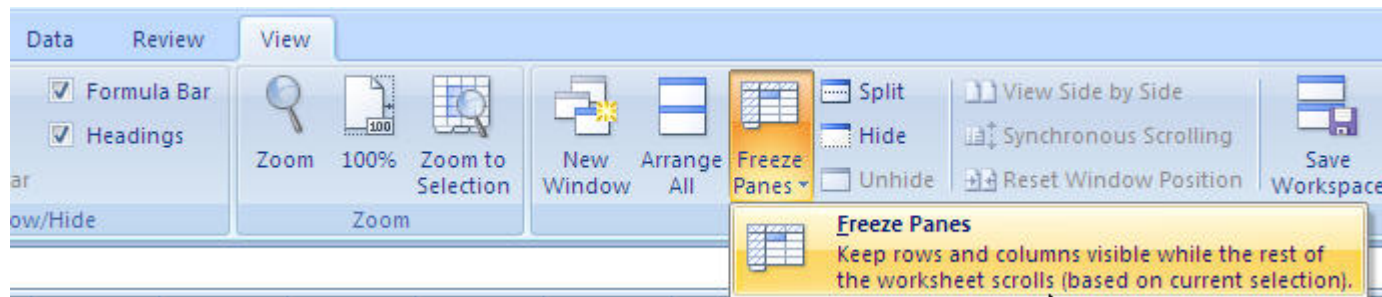
If you don't see these icons on your toolbar, click View, Toolbars, and click on PDF Maker as shown left.

## EXCEL TIPS

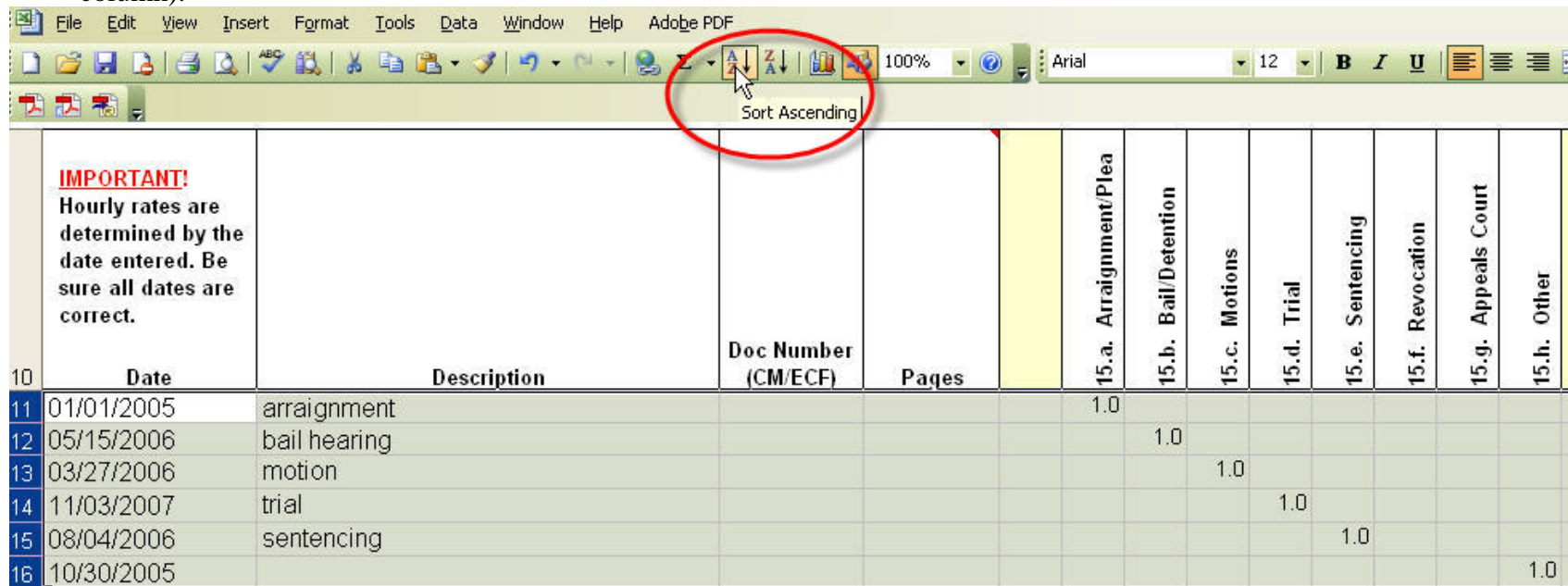
To make it easier to enter your time in the appropriate categories, Excel's "freeze panes" feature is activated. This feature allows the rows with the category information to "freeze" on the page so that as you scroll down to make entries onto the sheet, you can still see the column headers. If this feature is not activated, in pre-2007 versions of Excel, go to Window on the menu bar and click "Freeze Panes." To freeze the pane in the proper position, you must first click on cell A11. To unfreeze, click on Window and "Unfreeze Panes."



In Excel 2007, shown below, go to the View tab, choose Freeze Pane. Again, you must be on cell A11 in order for the sheet to "freeze" in the correct position.



You do not have to enter your time in chronological order – Excel can put the entries in chronological order for you. In pre-2007 Excel, highlight all the rows and columns that contain data by clicking on the first row number (row 11) and dragging down to the end of the entries. This should highlight the entire row with all the data as shown below. Click the “Sort Ascending” button on the toolbar and the program will sort the entries in ascending order, using the first column (the date column).



	Date	Description	Doc Number (CM/ECF)	Pages		15.a. Arraignment/Plea	15.b. Bail/Detention	15.c. Motions	15.d. Trial	15.e. Sentencing	15.f. Revocation	15.g. Appeals Court	15.h. Other
10													
11	01/01/2005	arraignment				1.0							
12	05/15/2006	bail hearing					1.0						
13	03/27/2006	motion						1.0					
14	11/03/2007	trial							1.0				
15	08/04/2006	sentencing								1.0			
16	10/30/2005												1.0

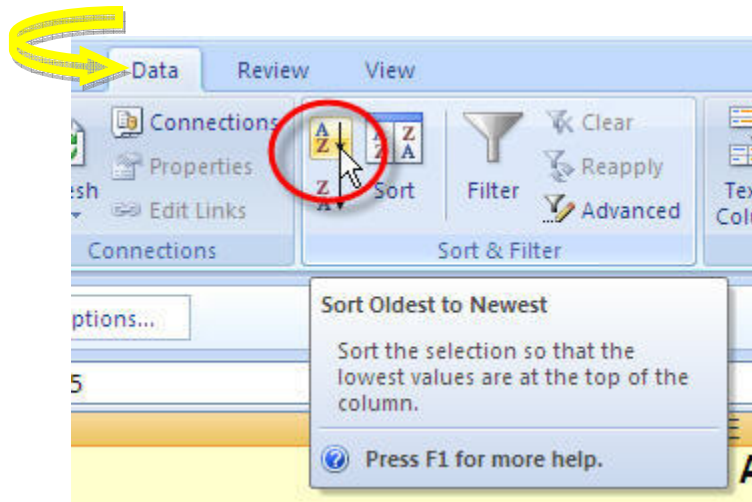
The data will automatically be sorted into the correct order:

	Date	Description	Doc Number (CM/ECF)	Pages		15.a	15.b	15.c	15.d	15.e	15.f	15.g	15.h
10													
11	01/01/2005	arraignment				1.0							
12	10/30/2005												1.0
13	03/27/2006	motion						1.0					
14	05/15/2006	bail hearing					1.0						
15	08/04/2006	sentencing							1.0				
16	11/03/2007	trial						1.0					

**Important!** You must select the entire row in order to keep the sorted data together. If you select just the dates, Excel will only sort the dates – the categorized hours will not be sorted.



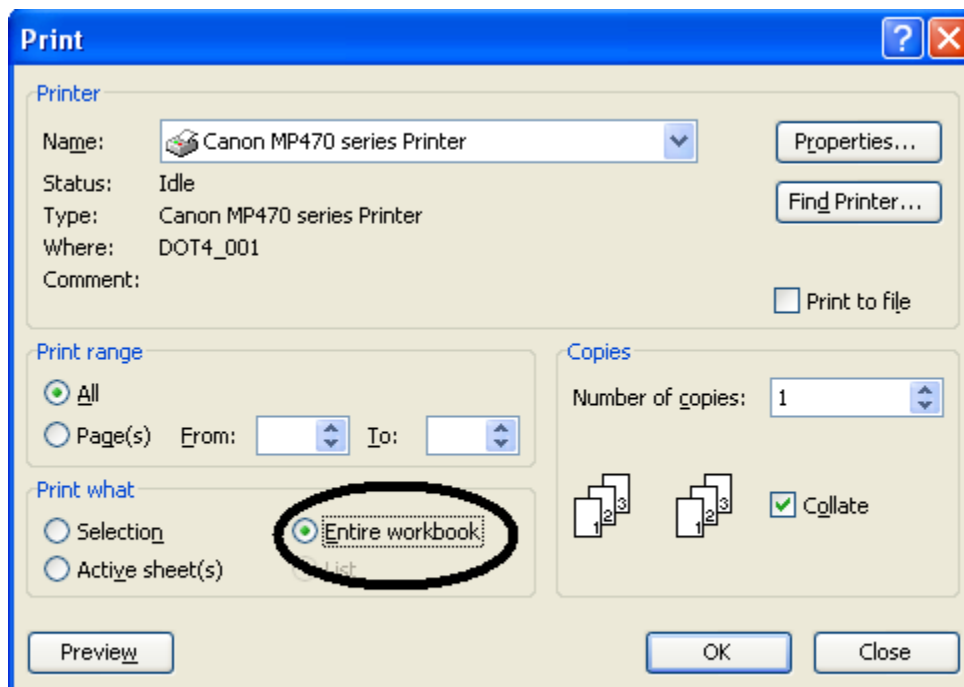
In Excel 2007, highlight the data in the same manner, go to the “Data” tab and again, choose “Sort Ascending.”



**Important!** You must select the entire row in order to keep the sorted data together. If you select just the dates, Excel will only sort the dates – the categorized hours will not be sorted.

## PRINTING

Last, but not least, when you want to print the entire workbook, you need to choose that command in the print dialog box. Otherwise you will get a printout of the default selection, only the active page (the page you have showing on your screen.)



## SAVING THE WORKBOOK FILE

Remember to rename the file (using the “Save As” command). We suggest for ease in finding it again that you name the file using the client’s name and appellate case number, e.g.,

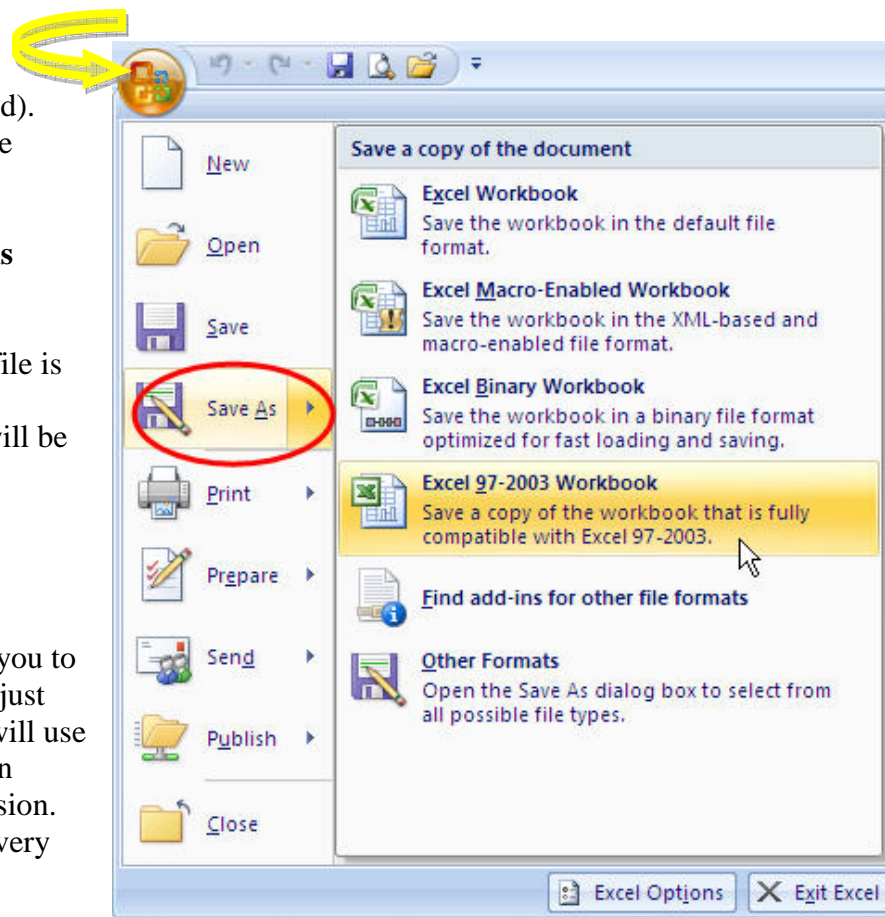
**J E Belmont appellate CJA billing file, 08-4567.xls**

**NOTE: If you are using Excel 2007, the Tenth Circuit requires that you save the file in Excel 2003.** To tell if a file is saved in “compatibility mode,” the file will have the .xls extension. If the file is saved in Excel 2007 the extension will be .xlsx.

## CLEARING THE WORKBOOK FILE

There are two buttons on the “header” sheet that will allow you to clear either the entire workbook (*i.e.*, all the worksheets) or just your time and expenses. The vast majority of the time you will use the “clear all worksheets” button. Once the sheets have been cleared, they are ready for new entries for your next submission. The “clear all worksheets” button does just that – it clears every sheet, including the cumulative sheet.

You would only use the “clear time and expenses” button in the extremely rare 10<sup>th</sup> Circuit instance that the court has agreed to process interim vouchers – you won’t have to re-type the information on the header sheet or on the CJA27.



To clear only time and expenses  
and to cumulate totals:

Clear time &  
expenses

To clear the entire file,  
including cumulative totals:

Clear all  
worksheets